

MEMORANDUM FOR: ALL NOAA Travelers

FROM: R. J. Dominic  
Director, Finance Office/Comptroller

SUBJECT: Travel Advisory 00-5  
(New Nationwide Contract for TMC Services)

The new Departmental nationwide contract for Travel Management Center (TMC) services has been awarded to Scheduled Airline Ticket Office (SATO). There will be an implementation period required to bring our offices on to this nationwide TMC contract. During this implementation period, we are asking NOAA employees in field offices who will need to obtain common carrier tickets and do not have access to a TMC to continue to utilize SATO's reservation center in San Antonio, Texas, on 1-800-736-9899. Invitational travelers and employees who are exempt from using the individual Citibank Government travel card in field offices who will need to obtain common carrier tickets and do not have access to a TMC will continue to utilize SATO's reservation center in Silver Spring, Maryland, on (301) 713-2410.

In order to ensure a smooth transition, we are asking each employee who travels to fill out and submit the attached SATO profile form to their servicing SATO Office no later than January 31, 2001. By completing the form, NOAA employees can expect to receive more efficient service from SATO.

**Employees who are serviced by the Silver Spring, Maryland SATO Office** will submit SATO profile forms to:  
SATO Travel  
1325 East/West Highway, Building 2  
Room 01230  
Silver Spring, MD 20910, or fax to (301) 713-2226.

**Employees who are serviced by the Washington, D.C. SATO Office** will submit SATO profile forms to:  
HCHB SATO  
14<sup>th</sup> & E. Street N.W.,  
Suite B322,  
Washington, D.C. 20230, or fax to (202) 482-0527.

**Employees in field locations** will submit SATO profile forms to:  
San Antonio SATO Office  
9000 Tesoro, Suite 102  
San Antonio, TX 78217, or fax to (800) 840-8494.

We want to thank everyone for their patience during the interim period and would like to especially thank SATO for their support of NOAA travelers while the Departmental contract was being completed.

We would like to make you aware that the Federal Travel Regulations require reservations for common carrier transportation, lodging accommodations, and/or car rentals to be made through SATO, effective January 1, 2001. NOAA will issue it's policy as soon as guidance is received from the Department of Commerce.

Please call Rachael Wivell or Pat Oliver in the NOAA Travel Office on (301) 413-3060 if you have any questions.